

Minutes

The regular meeting of the Board of Fire Commissioners, Fire District No. 2 was held on the above date at the Lenola Fire House. The meeting was called to order at 7:00 p.m. by President Wesolowski.

All Commissioners were present. Also in attendance were Fire Chief Grant, Captain DiPaolo, Chief Assistant/LVFC President Brian Wesolowski and Administrator Booth. Chief Dan Sheilds joined the meeting at 7:10 pm.

Wesolowski identified the emergency exits, indicated the front door was opened to the public and opened the meeting by reading the following statement in accordance with the "Open Public Meetings Act":

This meeting of the Board of Fire Commissioners, Fire District No. 2 of The Township of Moorestown is being held in accordance with the Open Public Meetings Act of 1975. Pursuant to the "Act", on February 8<sup>th</sup>, 2016 the required notice was transmitted to the *Burlington County Times* and the *Moorestown Sun*.

Additionally, the required notice was posted on the bulletin board, reserved for such notices, in the lobby of the Town Hall, 111 West Second Street, Moorestown, NJ 08057, on the bulletin board of the Moorestown Municipal Library, 111 West Second Street, Moorestown, NJ 08057 and on the bulletin board of the Lenola Fire House, 229 North Lenola Road, Moorestown, NJ 08057 and filed with the Clerk of the Township of Moorestown on this date.

Lastly, written notice was posted on the official website, MoorestownFireDistrict2.com on February 8<sup>th</sup>, 2016 and mailed to each person who has requested copies of the schedule of meetings.

An affidavit certifying that the aforesaid delivery and posting of notices was prepared and signed by the Administrator.

Wesolowski called for a salute to the flag and a moment of silence for our departed members.

**Minutes:**

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the December 7<sup>th</sup>, 2016 meeting were approved by the five commissioners present.

**Chief's Report:**

Chief Grant gave the following report:

1. Discussed the results of ISO's analysis of the structural fire suppression delivery system within the district. The district's Public Protection Classification (PPC) rating improved to a rating of 03. Chief Grant thanked Assistant Brian Wesolowski for his efforts in compiling and

presenting the required information to the inspector from ISO. Grant stated the rating system was revised to include fire prevention activities. Fire Official Orsini shared prevention and education activities with the inspector which resulted in a 4.5 point impact on the rating. Assistant Brian Wesolowski discussed the areas in which improvements were made, specifically personnel response to active fires and training. Assistant Wesolowski also indicated water supply, hydrant inspections and flow testing are areas which adversely impacted rating. President Wesolowski mentioned Chief Grant discussed the upcoming ISO inspection months ago and coordinated efforts for the inspection which resulted in a significant improvement in the rating and he and his team should be congratulated on an all-around good job. Communicating the improved rating to residents and business was also discussed.

2. Discussed 3131 repairs.
3. Discussed the report submitted by the Chief's Administrative Assistant covering various projects including NIFRs submission, training, monthly reports and the mapping of the pipeline along the district's border as part of the district's emergency preparation process.
4. Reports for December, 2016 were posted on the board and submitted.

### **Captain's Report:**

Captain DiPaolo gave the following report for December:

1. All apparatus and equipment were checked regularly throughout the month and are operational.
2. Reported on the maintenance and/or repairs performed throughout the month.
3. Report was submitted and filed.

### **Fire Official Report:**

Fire Inspector DiPaolo gave the following report for December:

1. One hundred and forty inspections were performed in December.
2. Penalty totals for the month of December were provided.
3. Report was submitted and filed.

### **Hall Rental Manager's Report:**

Administrator Booth read the following report submitted for December:

1. During the month of December there were ten affairs, approximately sixty-five inquiries via email and telephone and ten bookings during the month; four for 2016 and six for 2017.
2. All security deposits are scheduled to be returned.
3. Updated dates will be posted in the lounge.

### **Squad Report:**

Chief Dan Shields gave the following report:

1. The Squad calls were 2,124 for the year, approximately 300 more than 2015.
2. Briefly discussed mechanical issues with ambulance.
3. Monthly financial reports for October, 2016 were provided.

### **Bills:**

The Statement of Expenditures, listing the bills to be paid was provided to the Board members for review prior to the meeting. Administrator Booth discussed the bills highlighted on said Statement. Bills received after Statement was prepared were read by Administrator Booth at the meeting.

There being no comments or questions on the bills, a motion by Commissioner Niedermayer seconded by Commissioner Maahs to pay the following bills and any regular bills that come in was approved by the five commissioners present.

(List of Bills paid in January will be provided upon request.)

Commissioner Grant abstained on all Chief Grant invoices.

Commissioner Ruggiano abstained on all invoices relating to his position as a Vehicle and Building Maintenance Employee.

### **Communications:**

Administrator Booth discussed the following communications:

1. Received the 2016 Supplemental Fire Service Grant in the amount of \$2,176.00.
2. The following Public Notices were published in the Burlington County Times on December 9, 2016.
  - a. Notice of Public Hearing for the 2017 Budget.
  - b. Vote by Mail Notice.
  - c. Annual Election, Petition Closing Date and Date of Reorganization Meeting.
3. The 2017 Approved Budget and Cover Letter was sent to the Division of Local Government Services on December 8, 2016.
4. Sent letter to the Lenola Emergency Squad regarding financial assistance for the future purchase of an ambulance.
5. Letter was sent by Solicitor to State of New Jersey Civil Service Commission, Division of Appeals and Regulatory Affairs regarding the Fire Official UFD request.
6. Annual CEPA Letter was distributed to employees on December 12, 2016.
7. Sent letter to employees, commissioners and members regarding Policy Prohibiting Discrimination and Harassment in the Workplace and related training on December 12, 2016.
8. Received Letter from ISO providing the district's Public Protection Classification rating.

### **Old Business:**

1. The Active Shooter/Emergency Services Rescue protective equipment was briefly discussed. Administrator Booth stated the expected delivery of the three sets of protective gear (six in total) is first quarter, 2017.
2. The Direct Install Program was briefly discussed. Administrator Booth stated we are waiting for the scope of work from Hutchinson outlining options and related costs. Booth briefly discussed the program parameters.
3. The Workers Compensation Carrier review was discussed. A proposal from Benchmark Insurance was discussed. The Board agreed to further consider proposal.
4. The Fire Official, UFD request was briefly discussed. Administrator Booth stated Solicitor McCloskey sent letter on behalf of the Board to the Civil Service Commission Division of Appeals and Regulatory Affairs regarding said request.
5. The Township Ordinance 23-2003 "Emergency Medical Services Agreement" was briefly discussed. Administrator Booth stated the request is under review and the Town Council will consider request to amend ordinance in 2017.

6. The 2016 Actual vs. Budget Report was discussed. Administrator Booth briefly discussed the projected 2016 Actual vs. Budget Report. Specifically Booth discussed both the anticipated and unanticipated year-end expenditures and their impact on the 2016 Budget.
7. The Proposed 2017 Budget was discussed. The Division of Local Government Services approved the Proposed 2017 Budget allowing the Board to proceed with the public hearing and adoption of the same. Total appropriations are proposed at \$1,336,973.00 with the amount to be raised by taxation at \$744,386.00.

**Resolution 2017-01** *“Authorizing the Reading of the 2017 Budget by Title Only at the Public Hearing on January 4, 2017”* was read by President Wesolowski. There being no comments or questions, the resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Grant. On a roll-call vote, the resolution was adopted 5-0.

Wesolowski	-Aye
Grant	-Aye
Niedermayer	-Aye
Maahs	-Aye
Ruggiano	-Aye

**Public Hearing:**

President Wesolowski opened the Public Hearing on the 2017 Budget at approximately 7:39 p.m. Wesolowski stated the purpose of this portion of the meeting is to consider any and all questions, comments and/or opinions concerning the 2017 Budget.

There being no comments from the public, the Public Hearing for the 2017 Budget was closed at approximately 7:41 p.m.

Commissioner Wesolowski asked the Commissioners if they had any questions, comments or opinions on the Proposed 2017 Budget. There being no comments or questions from the Commissioners, the Board proceeded with the adoption of the Budget.

**Resolution 2017-02** *“2017 Adopted Budget Resolution”* was read by President Wesolowski. There being no comments or questions, the resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Maahs. On a roll-call vote, the resolution was adopted 5-0.

Wesolowski	-Aye
Grant	-Aye
Niedermayer	-Aye
Maahs	-Aye
Ruggiano	-Aye

**New Business:**

1. Replacement of the pressure washer was discussed. The current pressure washer, purchased in 1988 is no longer operating effectively. The Board reviewed the four quotes ranging from \$5,480.00 to \$10,304.00. A motion by Commissioner Ruggiano, seconded by Commissioner Maahs to purchase a new commercial grade pressure washer for a cost of \$5,480.00 from Al-Ron's, was approved by the five commissioners present.

**Meeting opened to the public.**

There being no questions or comments from the public, this portion of the meeting is closed.

**There being no further business to come before the Board, by Proper Action, meeting adjourned at 7:48 p.m.**

Respectively Submitted,

Elizabeth A. Booth  
Board Administration